



POSITION AVAILABLE: BRANCH MANAGER (SILVERSTONE)

Job Title:	Branch Manager	Pay Type:	Salaried
Status:	Full-Time, Exempt	Pay Rate:	\$57,000-67,000 annually DOE
Hours per week:	40	Benefit Eligibility:	Eligible for Benefits

Position Close Date: Open Until Filled

Benefits: The District offers a competitive benefits package to regular, full time employees that includes 100% employer paid monthly health insurance premium for employee Medical, Dental, and Vision coverage with the option to add dependents and spouse at reasonable, low cost rates. Regular, full time employees are also eligible for a District sponsored Health Reimbursement Account, PERSI Retirement, Employer-sponsored Unum Life & AD&D Insurance, Voluntary 401k, Voluntary Group Term Life Insurance, and Aflac. Full time, exempt employees are eligible for 20 hours per month of paid time off under the District's generous PTO policy. For a full description of the benefits associated with this position, download the PDF [here](#).

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Position Summary

The Branch Manager is responsible for supervisory and administrative work directing the day-to-day operation of a branch library. Work also includes developing and implementing programs, services and special events to promote use of the library branch. Maintains a pleasant, inviting, and safe environment and assists other departments as necessary in delivering services to the Meridian community.

Duties and Responsibilities

Essential

Manages, supervises and participates in all daily service and support operations within a branch. Ensures that building and grounds of the branch are properly maintained. Develop and modify branch procedures to improve efficiency.

Manages the branch staff and is responsible for supervising, hiring, discipline, performance reviews, scheduling and training. Develops and leads a high performance work team which:

- Develop strategies to maintain excellent department customer service
- Develop goals of department which are in line with goals of the system
- Envisions long-range plans and plans strategies for the department
- Develops programs for increasing the capacity of department individuals

Plans and monitors budgets using Excel and sound business practices. Provides and analyzes applicable statistical and

narrative reports. Applies for outside grants for supplemental funding as appropriate.

Participates on leadership team, respectfully sharing opinions and ideas, and remains current on best practices and trends in library profession. Is engaged in professional activities through associations, committees or other organizations.

Evaluates and interprets library policies and procedures for staff and the public; resolves patron issues in a positive, friendly manner.

Attends regular library meetings and represents the library at other agency meetings as needed; works with city, school, cultural and community groups to promote library services.

Marginal

Performs some collection development by making recommendations and assisting with ordering. Responsible for appropriate and appealing collection displays. Fills in as necessary for program planning, set up and delivery in the absence of others or on short notice.

Performs other duties as assigned.

Minimum Qualifications

Knowledge, Skills, and Abilities: This position requires a wide knowledge of popular literature and knowledge of children's literature and about early literacy is especially helpful. Proficient with standard Microsoft applications (including Office applications), online library automation system and online searching. Understands the role of technology in providing library services and is proficient in that technology. Ability to learn and adapt to new software and equipment technologies. Advanced understanding of public libraries and library services as well as knowledge of modern trends and best practices.

The job requires persuading or gaining cooperation and acceptance of ideas and/or the resolution and/or negotiation of conflicts; the job has significant accountability for ensuring customer satisfaction districtwide. The incumbent understands and communicates knowledge of customers' priorities and needs.

Knowledge of managerial policies, practices and controls. Ability to provide clear, concise oral and written communication. A problem solver with strong organizational, leadership and interpersonal skills.

Provides exemplary customer service and maintains a favorable public image of the library. The incumbent has a desire to work in a public service role. Has excellent interpersonal skills and the ability to communicate effectively and appropriately with people from diverse backgrounds, including youth, families, volunteers, and coworkers. Builds and maintains positive working relationships with individuals at all levels of the organization and fosters positive partnerships with outside organizations.

Experience: 3-5 years of professional work experience in a library setting and at least one year of supervision preferred.

Education: Master's in Library Science or Master's in Library Information Science from an American Library Association (ALA) accredited institution (enrolled or completed) or equivalent experience.

Training, Licenses, or Certifications: None

Supervisory Responsibility: Supervises all branch staff members.

Preferred Qualifications: 1 year of supervisory experience and bilingual, preferably Spanish-English, or other languages. Proficiency in Excel and library system and reporting modules. Exceptional customer service, user-centered philosophy, confident decision maker, and compassionate leader. Desired personal attributes include a sense of humor, a passion for engaging patrons, and a positive and enthusiastic approach to nurturing and enhancing innovative, inventive, and relevant library programs and services.

Working Conditions

Physical Requirements: The job requires the employee to sit (frequently); occasionally stand, stoop/bend, walk, twist/turn, and maintain flexibility; perform manual dexterity movements; constantly, see, speak clearly, hear, and listen; seldom kneel, climb, squat, crawl, crouch, and balance. The job also requires the employee to lift and carry 10-25 lbs; reach at, above, and below shoulder height; grasp objects weighing 10-25 lbs.

Mental Requirements: The job requires the employee to read, write, perform clerical duties, comprehend and use perception, perform alphabetical and numerical sorting/filing, and perform basic and complex math.

Technology, Equipment, and Devices: The job requires the employee to regularly operate and exhibit proficiency with computers and commonly used Microsoft applications, library systems and databases, email and cloud environments, and social media. The job requires the employee to operate and occasionally troubleshoot general office equipment as well as smartphones, tablets, e-readers, gaming equipment, and new consumer technology. This position may require operation of a vehicle on behalf of the District.

Work Environment: The job requires the employee to be subjected to repetition, working alone, working around others, verbal contact with others, face-to-face contact, and inside environments.

Expected Hours of Work: The job requires employee to work a varied schedule, including days, evenings, and weekends (Saturday and Sunday). Position schedule is subject to change at any time at the discretion of management. Occasionally works over 40 hours per week.

Expected travel: The job requires minimal travel for local and national training and conferences.

Disclaimers: The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job. All employees may be required to perform duties outside of their normal responsibilities from time to time, as needed. Management reserves the right to assign or reassign duties and responsibilities to this position at any time.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

Meridian Library District is an Equal Opportunity Employer. Hiring and employment practices are done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability. In addition, preference in employment may be given to veterans who qualify under state and federal laws and regulations.